



MICROSOFT PROJECT - INTRODUCTION

A Two Day Course Covers:

- 1. Introducing Project Management**
 - What Is A Project?
 - What Is Project Management?
 - Project Management Phases
 - The Role of the Project Manager
 - Management Model
 - The Project Triangle
 - Advantages Of Using Ms Project
- 2. Checklist when using Microsoft Project**
 - Preliminaries
 - Planning
 - Managing the Project
- 3. The Basics of Project**
 - Starting & Editing
 - Opening/Saving/Closing Files
 - Exploring The Ms Project Window
 - Gantt Chart View
 - Other Views
 - Printing
- 4. Setting up a New Project**
 - Providing Summary Information
 - Selecting Environment Options
 - Defining A Calendar
- 5. Creating a Task List**
 - Entering/editing tasks
 - Entering Durations
 - Formatting Timescales
 - Outlining
 - Printing a task list
- 6. Task Scheduling**
 - Constraints
 - Linking/dependencies
 - Deadlines
- 7. Network Diagram**
 - Understanding Network Diagram View
 - Zooming, Scrolling & Selecting
 - Outlining Symbols
 - Editing Within Network Diagram View
- 8. Defining Resources and Cost**
 - The Ms Project Approach
 - Understanding Definitions
 - Resource Calendars
- 9. Assigning Resources to Tasks**
 - Resource Assignment Fields
 - Resource Driven/Fixed Duration
 - Overtime Work
 - Alternate Resource Views
 - Grouping Tasks and Resources
- 10. Auditing the Task Schedule**
 - The Overall Picture
 - Filtering Tasks And/Or Resources
- 11. Resolving Inconsistencies**
 - Conflicts By Constraint
 - The Critical Path
 - Over-Allocations
- 12. Managing the Project**
 - Setting The Baseline
 - Tracking Actuals
 - The Revised Schedule
- 13. Summary**